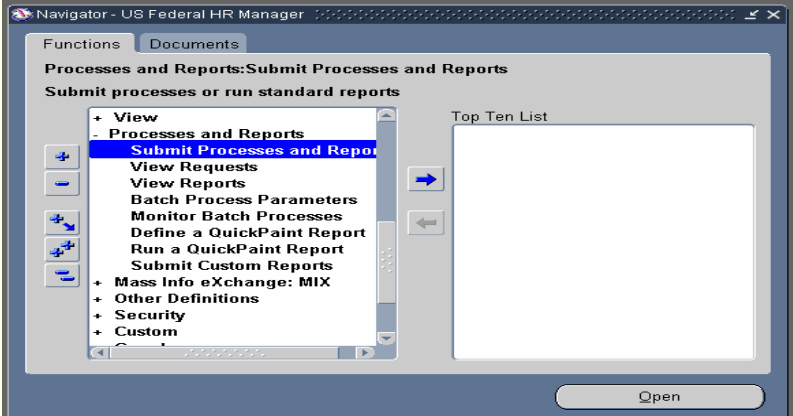
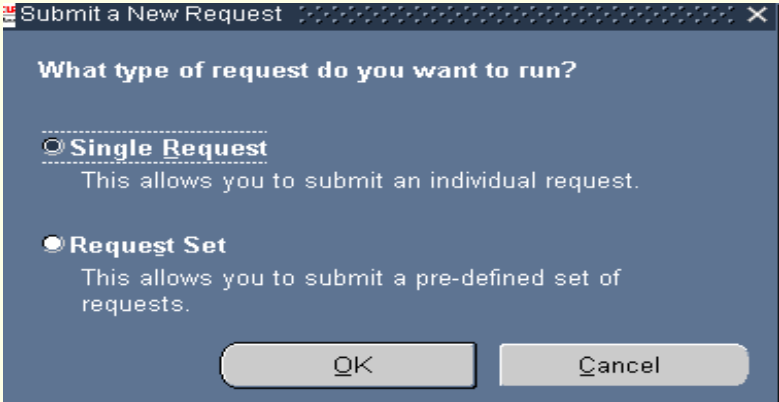


CHINA LAKE MASS MERIT AND BONUS PROCESS

The China Lake Mass Appraisals **MUST** be done before any mass pay routines can be run.

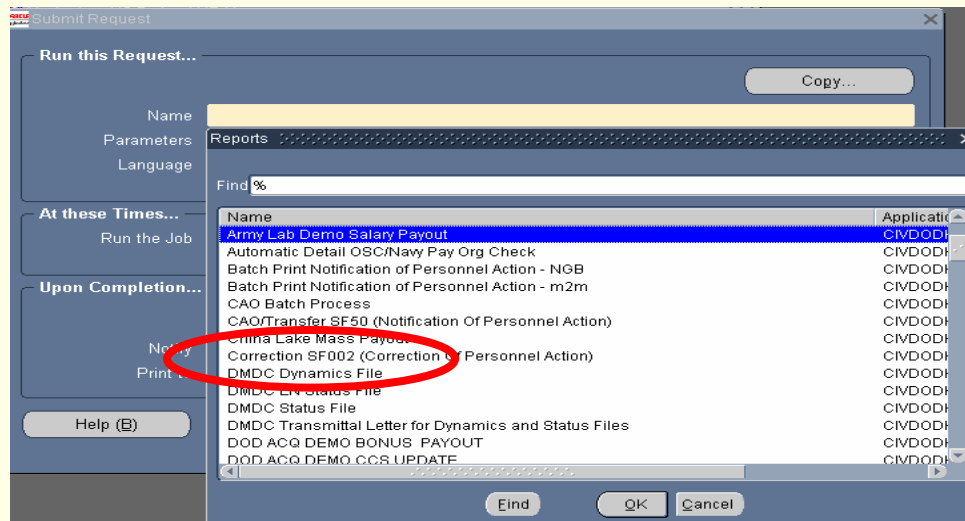
WARNING:!!! There is no mass undo or halt – once these processes are started they will run to completion and if the parameters input were in error then each NPA will have to be individually cancelled or corrected!!!

STEP	ACTION
1	Log into DCPDS as US Federal HR Manager.
2	<p>From the Navigation List – Click on Processes and Reports → Submit Processes and Reports → <Open>.</p> 
3	<p>The Submit a New Request Window displays. Select "Single Request".</p> <ul style="list-style-type: none"> Click <OK>. 

4

The **Submit Request** Window displays.

- Click in the "Name" data field – Click on the LOV and Find "China Lake Mass Payout".
- Click **<OK>**.



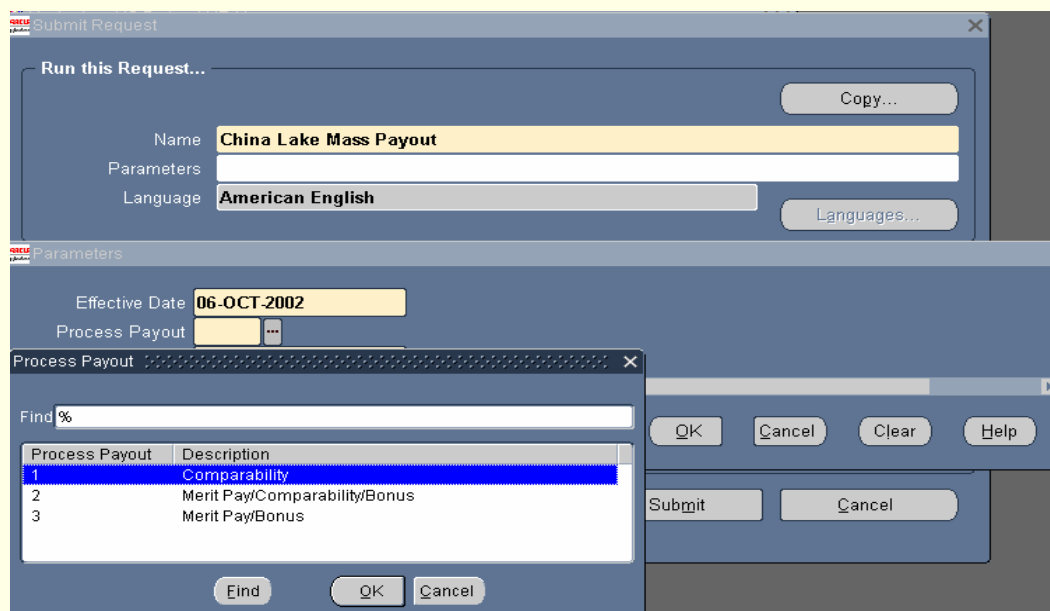
5

The **Parameters** Window displays.

- Click in the "Process Payout" data field – Click the LOV and select the type of payout to be run .



Note: Type 3 is currently used for October and type 1 is currently used for January.



6

- Input the Effective Date of the payout actions and the effective date of the performance ratings to be selected. The Performance rating effective date will almost always be the end of the performance rating year for China Lake, which is 31 July YYYY. In only the most unusual cases will it be anything different than this.
- Click **<OK>**.

Submit Request

Run this Request...

Name: **China Lake Mass Payout**

Parameters:

Language: **American English**

At these Times...

Effective Date: **14-OCT-2001**

Process Payout: **3** Merit Pay/Bonus:

Rating Effective Date: **31-JUL-2001**

Buttons: Copy..., Languages..., OK, Cancel, Clear, Help

7

- Select the appropriate printer.
- Click **<Submit>**.

Submit Request

Run this Request...

Name: **China Lake Mass Payout**

Parameters: **14-OCT-2001.3.31-JUL-2001**

Language: **American English**

At these Times...

Run the Job: **As Soon as Possible**

Upon Completion...

☒ Save all Output Files

Notify:

Print to: **OA_DUMMY_PTR**

Buttons: Help (B), Submit, Cancel, Options...

8



The **Requests** Window will automatically display.

Note: Here you can see that the process is running and producing NPAs


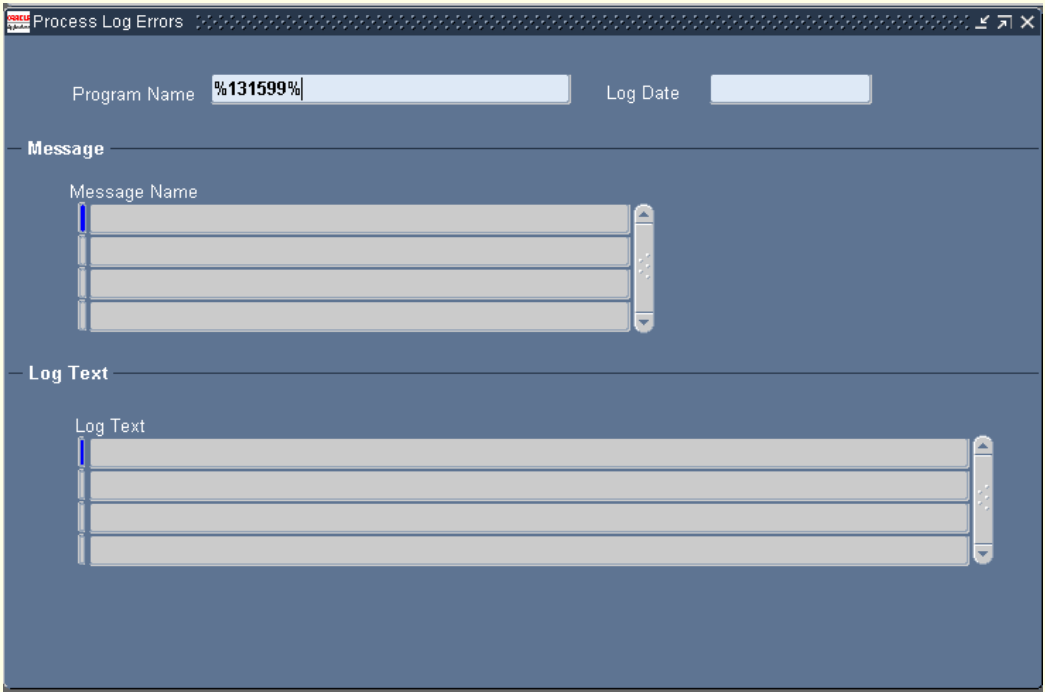
Request ID	Name	Parent	Phase	Status	Parameters
131605	Notification of Personnel		Pending	Normal	73403
131604	Notification of Personnel		Pending	Normal	73402
131603	Notification of Personnel		Completed	Warning	73401
131602	Notification of Personnel		Completed	Warning	73400
131601	Notification of Personnel		Completed	Warning	73399
131600	Notification of Personnel		Completed	Warning	73398
131599	China Lake Mass Payout		Running	Normal	14-OCT-2001, 3, 31-JUL-2001
131597	Security List Maintenanc		Completed	Normal	, DVMOTADLA3
131583	Payroll Interface Update		Completed	Normal	15-MAY-2003, 1
131582	Eject Report Procedure(C		Completed	Warning	NPHR2

9

The process has now completed.

Make a note of the Request ID number, you will need it to query the process log.

Request ID	Name	Parent	Phase	Status	Parameters
131605	Notification of Personnel		Completed	Warning	73403
131604	Notification of Personnel		Completed	Warning	73402
131603	Notification of Personnel		Completed	Warning	73401
131602	Notification of Personnel		Completed	Warning	73400
131601	Notification of Personnel		Completed	Warning	73399
131600	Notification of Personnel		Completed	Warning	73398
131599	China Lake Mass Payout		Completed	Normal	14-OCT-2001, 3, 31-JUL-2001
131597	Security List Maintenanc		Completed	Normal	, DVMOTADLA3
131583	Payroll Interface Update		Completed	Normal	15-MAY-2003, 1
131582	Eject Report Procedure(C		Completed	Warning	NPHR2

<p>10</p> 	<ul style="list-style-type: none"> The NPAs can be printed individually through Ghostview or you may print them using the Batch print process or they can be printed through COGNOS. Errors, if they occur, will be found in the Process Log and the RPAs will be routed to the WGI Personnel Inbox. <p>Note: The "Status" column will be Normal.</p>
<p>11</p> <p>Process Log</p>	<p>To view the Process Log – From the Navigation List – Click on Federal Maintenance Forms → Process Log(Federal) → <Open></p>
<p>12</p>	<p>The Process Log Errors Window displays.</p> <p>To query on the Request ID number that you wrote down from step 11:</p> <ul style="list-style-type: none"> Click in the Program Name data field - Press F11 and type %Request ID number% - Press Ctrl F11 to execute the query. 

13

The process log shows all records that have reached Mid Point.

The screenshot shows a window titled "Process Log Errors". At the top, there are two input fields: "Program Name" with the value "Chinalake: 131599" and "Log Date" with the value "15-MAY-2003". Below these are two sections: "Message" and "Log Text".

In the "Message" section, there is a list of messages. The first message is "Mid Point" and the second is "Success".

In the "Log Text" section, there is a list of log entries. The first entry is "Mid Point Reached : Cortichiato,DonaldS SSN : 321-32-1321".

14

The process log also shows all records that processed successfully. If there had been errors they would be found here.



Note: You may export the process log text to a file for easier analysis if desired.

The screenshot shows a window titled "Process Log Errors". At the top, there are two input fields: "Program Name" with the value "Chinalake: 131599" and "Log Date" with the value "15-MAY-2003". Below these are two sections: "Message" and "Log Text".

In the "Message" section, there is a list of messages. The first message is "Mid Point" and the second is "Success".

In the "Log Text" section, there is a list of log entries. The first entry is "Processed PA Request: ID = Effective Date 14-OCT-2001lcntr,GtmmyA SSN : 117-00-2172 Person ID". The second entry is "Processed PA Request: ID = Effective Date 14-OCT-2001Qirbtdcrr,MrrcqbM SSN : 153-60-5530 Perso". The third entry is "Processed PA Request: ID = 73400Effective Date 14-OCT-2001Armbtr,BtamcQ SSN : 204-06-0301 Pe". The fourth entry is "Processed PA Request: ID = 73401Effective Date 14-OCT-2001lirjdc,BpcyrtC SSN : 167-03-7525 Pers".

Example: 891 NPA – Merit payout

Standard Form 50-13 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subcl. 4													NOTIFICATION OF PERSONNEL ACTION					
1. Name (Last, First, Middle) ARMSTR, BTAMC Q.						2. Social Security Number 204-06-0301			3. Date of Birth 07-02-1955		4. Effective Date 10-14-2001							
FIRST ACTION						SECOND ACTION												
5-A. Code 891		5-B. Nature of Action Merit Inc				6-A. Code		6-B. Nature of Action										
5-C. Code ZLM		5-D. Legal Authority 45 FR26504				6-C. Code		6-D. Legal Authority										
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority										
7. FROM: Position Title and Number SUPERVISORY MATHEMATICIAN C0222 - 23555						15. TO: Position Title and Number SUPERVISORY MATHEMATICIAN C0222 - 23555												
8. Pay Plan DP	9. Occ. Code 1520	10. Grade/Level 04	11. Step/Rate 19	12. Total Salary \$98,166.00	13. Pay Basis PA	16. Pay Plan DP	17. Occ. Code 1520	18. Grade/Level 04	19. Step/Rate 22	20. Total Salary/Award \$108,245.00	21. Pay Basis PA							
12A. Basic Pay \$91,165.00		12B. Locality Adj. \$7,001.00		12C. Adj. Basic Pay \$98,166.00		12D. Other Pay \$0		20A. Basic Pay \$100,525.00		20B. Locality Adj. \$7,720.00		20C. Adj. Basic Pay \$108,245.00		20D. Other Pay \$0				
14. Name and Location of Position's Organization RESEARCH & ENGINEERING GROUP SYSTEMS ENGINEERING DEPT SYSTEMS ENGINEERING MANAGEMENT DIV NAWCWPNSDIV, CHINA LAKE CA 93555						22. Name and Location of Position's Organization RESEARCH & ENGINEERING GROUP SYSTEMS ENGINEERING DEPT SYSTEMS ENGINEERING MANAGEMENT DIV NAWCWPNSDIV, CHINA LAKE CA 93555												
EMPLOYEE DATA																		
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Comparable 6 - 10-Point/Comparable/30%						24. Tenure 1 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO							
27. FEGLI C0 Basic only						28. Annuitant Indicator 9 Not Applicable			29. Pay Rate Determinant 0									
30. Retirement Plan K FERS and FICA				31. Service Comp. Date (Leave) 01-06-1986		32. Work Schedule F Full-Time			33. Part-Time Hours Per Biweekly Pay Period									
POSITION DATA																		
34. Position Occupied 1 1 - Continuous Service 3 - SES General 2 - Escaped Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code NAVY			37. Bargaining Unit Status 8888									
38. Duty Station Code 060675029				39. Duty Station (City - County - State or Overseas Location) CHINA LAKE / KERN / CALIFORNIA														
40. Agency Data		41. UIC: 60530		42. ORG: 411000D		43. CC: 41140W		44. PAY OFF: CH/LOC ID: 45590										
45. Remarks Difference between Items 20 and 12 reflects merit increase for performance rating period ending 31 July 2001.																		
46. Employing Department or Agency Naval Air Systems Command (NV19)						50. Signature/Authentication and Title of Approving Official RCNY CUGPFLMGPTT Certifying Official												
47. Agency Code NV19		48. Personnel Office ID 2414		49. Approval Date 05-15-2003														
5-Part 50-316						Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6238												
TURN OVER FOR IMPORTANT INFORMATION																		

Example: 889 NPA – Bonus payout

Standard Form 50-13 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 295-33, Subh. 4												NOTIFICATION OF PERSONNEL ACTION											
1. Name (Last, First, Middle) ICNTR, GTMMY A.						2. Social Security Number 117-00-2172			3. Date of Birth 01-10-1948			4. Effective Date 10-14-2001											
FIRST ACTION						SECOND ACTION																	
5-A. Code 889		5-B. Nature of Action Performance Award				6-A. Code		6-B. Nature of Action															
5-C. Code ZLM		5-D. Legal Authority 45 FR26504				6-C. Code		6-D. Legal Authority															
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority															
7. FROM: Position Title and Number SUPERVISORY OPERATIONS RESEARCH ANALYST 31190 – 23544						15. TO: Position Title and Number SUPERVISORY OPERATIONS RESEARCH ANALYST 31190 – 23544																	
8. Pay Plan DP		9. Occ. Code 1515		10. Grade/Level 04		11. Step/Rate 24		12. Total Salary \$111,581.00		13. Pay Band PA		16. Pay Plan DP		17. Occ. Code 1515		18. Grade/Level 04		19. Step/Rate 24		20. Total Salary/Award \$111,581.00		21. Pay Band PA	
12A. Basic Pay \$103,623.00		12B. Locality Adj. \$7,958.00		12C. Adj. Basic Pay \$111,581.00		12D. Other Pay \$0		20A. Basic Pay \$103,623.00		20B. Locality Adj. \$7,958.00		20C. Adj. Basic Pay \$111,581.00		20D. Other Pay \$0									
14. Name and Location of Position's Organization RESEARCH & ENGINEERING GROUP SYSTEMS ENGINEERING DEPT SYSTEMS ENGINEERING MANAGEMENT DIV NAWCWPNSDIV, CHINA LAKE CA 93555						22. Name and Location of Position's Organization RESEARCH & ENGINEERING GROUP SYSTEMS ENGINEERING DEPT SYSTEMS ENGINEERING MANAGEMENT DIV NAWCWPNSDIV, CHINA LAKE CA 93555																	
EMPLOYEE DATA																							
23. Veterans Preference 1 1 - None 3 - 10-Points/Disability 5 - 10-Points/Other 2 - 5-Points 4 - 10-Points/Compensable 6 - 10-Points/Compensable(30%)						24. Tenure 1 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite						25. Agency Use		26. Veterans Preference for RIF YES X NO									
27. FEGLI C0 Basic only						28. Annuity Indicator 9 Not Applicable						29. Pay Rate Determinant 0											
30. Retirement Plan 1 CSRS						31. Service Comp. Date (Leave) 07-05-1972						32. Work Schedule F Full-Time						33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA																							
34. Position Occupied 1 1 - Compensable Service 3 - SES General 2 - Exempted Service 4 - SES Career Renewal						35. FLSA Category E E - Exempt N - Nonexempt						36. Appropriation Code NAVY I						37. Bargaining Unit Status 8888					
38. Duty Station Code 060675029						39. Duty Station (City - County - State or Overseas Location) CHINA LAKE / KERN / CALIFORNIA																	
40. Agency Data		41. UIC: 60530		42. ORG: 411000D		43. CC: 41150K		44. PAY OFF: CH/LOC ID: 33177															
45. Remarks Based on performance for period ending 31 July 2001 a bonus of \$3360 is awarded.																							
46. Employing Department or Agency Naval Air Systems Command (NV19)												50. Signature/Authentication and Title of Approving Official RCNY CUGPELMGPTT Certifying Official											
47. Agency Code NV19		48. Personnel Office ID 2414		49. Approval Date 05-15-2003																			
5-Part 50-316												Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6238											
TURN OVER FOR IMPORTANT INFORMATION																							